



Urban Municipal Administrators Association of Saskatchewan

OFFICE OF THE EXECUTIVE DIRECTOR -

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February 8, 2016

Saskatchewan Urban Municipalities Association,
200 - 2222 - 13th Avenue,
Regina, Sk. S4P 3M7

RE: Schedule "A" - Agreement between SUMA and UMAAS

Further to our Schedule "A" Agreement between SUMA and UMAAS (copy attached), please be informed that the following resolution was adopted at the February 2, 2016 UMAAS Executive Meeting that affects the application for certificate rates listed:

BOARD OF EXAMINER FESS/NON-COMPLIANCE POLICY

3-16 That we approve the revised Board of Examiner's Fee Schedule as outlined below, to come in effect February 15, 2016, and also adopt the Non-Compliance Policy as previously outlined in resolution 65-15:

Fee Schedule:


Permit	- \$100
Conditional	- \$275
Conditional Extension	- \$100
Standard	- \$210
Advanced Level 1	- \$250
Advanced Level 2	- \$250

CARRIED

Also for your information at this time attached is a copy of the policy referred to in the motion above.

Yours truly,

URBAN MUNICIPAL ADMINISTRATORS
ASSOCIATION OF SASKATCHEWAN


Richard Dolezsar
Executive Director

RD/tp

Encl.

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Schedule “A”
to the Agreement between SUMA and UMAAS
17th day of October, 2013

1 Interpretation

- a) **“administrator”** means the chief administrative officer of a municipality;
- b) **“the Agreement”** means the Board of Examiners Agreement between UMAAS and SUMA;
- c) **“Advanced Certificate – Level 1”** means an advanced certificate of qualification pursuant to section 4;
- d) **“Advanced Certificate – Level 2”** means an advanced certificate of qualification pursuant to section 5;
- e) **“board”** means the Board of Examiners appointed pursuant to section 3 of the agreement;
- f) **“certificate”** means a standard certificate, an advanced certificate Level 1 or 2 or a conditional certificate;
- g) **“Conditional Certificate”** means a conditional certificate issued pursuant to section 3;
- h) **“municipality”** means:
 - i) an urban municipality within the meaning of *The Municipalities Act*; or
 - ii) a northern municipality within the meaning of *The Northern Municipalities Act*;
- i) **“Standard Certificate”** means a standard certificate of qualification issued pursuant to section 2.

2 Standard Certificate

- a) The board may issue a standard certificate to an administrator of a municipality or to any other person who has successfully completed or attained any one of the following, in addition to those requirements set out in b) of this section:
 - (1) the Local Government administration course from the University of Regina;
 - (2) the Public Administration course from the Saskatchewan Institute of Applied Science and Technology;
 - (3) a degree from an accredited university in commerce, administration, business administration or public administration or a degree deemed equivalent by the board;
 - (4) a certificate or diploma in administration, business administration or public administration from a university, college or technical institute deemed acceptable by the board;
 - (5) designation as a professional accountant pursuant to any Act or regulation or pursuant to any Act or regulation of any other jurisdiction in Canada;
 - (6) designation as a professional administrator, fellow or associate from the Institute of Chartered Secretaries and Administrators of Canada;
 - (7) any other professional designation or educational qualification acceptable to the board; and
- b) must have:
 - i) a training document, signed by a qualified mentor approved by the Board of Examiners, complete with the competency profile chart indicating satisfactory competence in all key areas AND
 - ii) Completed one year (of 1800 hours) or 1800 hours of on-the-job training in a municipal office with an administrator who holds a minimum Standard Certificate, OR
 - iii) Completed one year (of 1800 hours) or 1800 hours in a municipality in the position of administrator with a qualified mentor as approved by the Board of Examiners in place.
 - iv) achieved experience in any jurisdiction deemed by the board to be equivalent to that mentioned in above subclauses.
- c) A standard certificate issued by the board constitutes a valid and subsisting certificate for the purposes of clause 14(1)(b) of *The Urban Municipal Administrators Act*.

3 Conditional Certificate

- a) Notwithstanding any other provision herein, the board may issue a conditional certificate, on any terms and conditions that the board considers appropriate, where:
 - i) the person requesting the conditional certificate is enrolled in or has successfully completed an educational program required to qualify for a standard certificate.

4 Advanced Certificate – Level 1

- a) The Board may issue an Advanced Certificate – Level 1 to an administrator of a municipality or to any other person who:
 - i) is the holder of a valid and subsisting Standard Certificate; and
 - ii) has fulfilled the education requirements set out within Table 1 of the Appendix; and
 - iii) since the day of issue of the Standard Certificate, has completed at least three thousand six hundred (3,600) hours of service as an administrator in one urban or northern municipality.

5 Advanced Certificate – Level 2

- a) The Board may issue an Advanced Certificate – Level 2 to an administrator of a municipality or to any other person who:
 - i) is the holder of a valid and subsisting Advanced Certificate – Level 1; and
 - ii) has fulfilled the education requirements set out within Table 2 of the Appendix; and
 - iii) since the day of issue of the Advanced Certificate - Level 1 has completed at least nine thousand (9,000) hours of service as an administrator in an urban or northern municipality, of which at least three thousand six hundred (3,600) hours must have been served in one urban or northern municipality.

6 Application

The application for a certificate must be:

- a) in the form prescribed by the Board; and
- b) accompanied by a non-refundable fee, payable to UMAAS, of:
 - i) \$210 in the case of a Standard Certificate;
 - ii) \$250 in the case of an Advanced Certificate – Level 1;
 - iii) \$250 in the case of an Advanced Certificate – Level 2; and
 - iv) \$275 in the case of a Conditional Certificate.

7 Investigations

In considering an application for a certificate, the board may make any investigations or order any reports that it considers necessary.

8 Cancellation or suspension of certificate

- a) Subject to subsection (b), the board may cancel a certificate, or suspend a certificate for a stated period, where the board is satisfied that the holder of the certificate:
 - i) has been dishonest or grossly negligent in the discharge of his or her duties as a municipal official; or
 - ii) obtained the certificate in a fraudulent manner; or
 - iii) in the case of a conditional certificate, has failed to meet a term or condition imposed by the board on the issuance of that certificate.
- b) Before arriving at a decision pursuant to subsection (a), the board shall:
 - i) set a day, time and place for a hearing;
 - ii) 30 days in advance of the hearing, provide the holder of the certificate with written notice of the day, time, place and purpose of the hearing; and
 - iii) give the holder of the certificate an opportunity to be heard at the hearing.

- c) Notwithstanding subsections (a) and (b), if the board considers that it is necessary in order to protect the public interest, the board may immediately cancel a certificate, or suspend a certificate for a stated period, without giving the holder of the certificate an opportunity to be heard, but shall give the holder of the certificate an opportunity to be heard within 15 days after the date on which the board takes either of those actions.

9 Transitional

- a) Any person who, on the day on which the Agreement comes into force, holds:
 - i) a valid Class C certificate;
 - ii) a valid Class D certificate; or
 - iii) a Standard Certificate issued pursuant to *The Board of Examiners (Urban Affairs) Regulations, 1991* is deemed to have met the requirements set out in section 2 and to be the holder of a Standard Certificate, and the certificate may be cancelled, suspended or otherwise dealt with by the board.
- b) Any person who, on the day on which the Agreement comes into force, holds a valid Class A certificate issued pursuant to *The Board of Examiners (Urban Affairs) Regulations, 1991* is deemed to have met the requirements set out in section 4 and to be the holder of an Advanced Certificate Level 1, and the certificate may be cancelled, suspended or otherwise dealt with by the board.
- c) Any person who, on the day on which the Agreement comes into force, holds a valid Superior A certificate issued pursuant to *The Board of Examiners (Urban Affairs) Regulations, 1991* is deemed to have met the requirements set out in section 5 and to be the holder of an Advanced Certificate Level 2, and the certificate may be cancelled, suspended or otherwise dealt with by the board.